



## **JOB P O S T I N G**

### **ECONOMIC DEVELOPMENT COORDINATOR**

**\*\$20.90 - \$28.04/hour**  
**35 hour week**

The Corporation of the City of Brockville invites applications from qualified and interested candidates for the full time position of Economic Development Coordinator. This position is covered by the C.U.P.E. Local 115 (Inside) collective agreement.

Reporting to the Director of Economic Development, the successful candidate will assist in the delivery of economic development programs and projects and provide administrative support to the Director. The candidate will work with the Director and other City staff to build and maintain relationships with existing companies to help retain and grow these businesses and maintain a client relationship management (CRM) system to track communications with existing businesses and potential investors. Maintain and develop economic development promotion material, including managing the photo and image library, and managing the Economic Development department's social media presence.

The ideal applicant should have a post-secondary diploma or degree in business, marketing or economics and a minimum of one (1) year directly related and applicable experience. In addition, applicants must be competent in the use of a computer, spreadsheets, database and desktop publishing software including proficiency with PhotoShop, Microsoft Office, PowerPoint, and Outlook. Candidates must be capable of maintaining an active/complex filing system and accounting principles as well as skilled in use of internet including research and sourcing mechanisms and desktop publishing.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Freedom of Information and Protection of Privacy Act. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates should submit your application marked "Economic Development Coordinator" on/before 4:00 p.m. on Friday, June 30, 2017 to the following:

Human Resources Department  
City Hall, P.O. Box 5000  
1 King Street West  
Brockville, Ontario  
K6V 7A5

email: [hr@brockville.com](mailto:hr@brockville.com)

The City wishes to thank all applicants and advises that only those chosen for an interview will be contacted.